



**State of Rhode Island  
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**Solicitation Information**

**March 10, 2015**

<b>ADDENDUM # 4</b>
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**RFP# 7549216**

**RFP Title: Scheduling, Time, Leave and Attendance Reporting System**

**Bid Opening Date & Time: Thursday, March 26, 2015 at 11:00 AM (ET)**

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**Notice to Vendors:**

**ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.**

**Addendum includes answers to the three questions contained in scenario four found on page four and one question in the shift bidding category found on page fourteen.**

**NO FURTHER QUESTIONS WILL BE ANSWERED.**

**David J. Francis  
Interdepartmental Project Manager**

*Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.*

## **RFP 7549216 Scheduling, Time, Leave and Attendance Reporting System**

### **QUESTIONS :**

#### **Scenario 4 Question Details:**

1. Please describe the patient census data that is currently available to drive your schedules.

Answer: The staffing levels are determined on the equity of our patients, we look at what is going on with the patient. For example how many Intravenous Infusions do we have, wound care, Tube feeding, behavior patients, and so on.

2. How volatile is the schedule demand from day to day?

Answer:

We staff 24 hours in advance, at times we can get unexpected admissions that on occasion has become a staffing issue.

3. How much does the schedule vary from budget?

Answer:

The budget is always taken into account when planning the schedule, however patient care needs dictate our staffing levels.

#### **Shift Bidding Question Details:**

1. Could you briefly describe any vacation and/or shift bid processes that are in place in the state police or DOC?

Answer:

Within the Department of Corrections, the vacation weeks are selected as follows in seniority order:

1. Each shift in each building has a predetermined number of vacation slots for each shift. This number is determined by the number of individuals on each shift etc. An example would be (2 slots on the 11 - 7 shift, 6 on the 7 - 3 shift, 1 - on the 1 - 9 shift and 4 on the 3 - 11 shift). Each building is different.

2. Prior to the start of the new year, each shift is provided a vacation schedule (# of slots each week) and a seniority list. Usually occurs in November.

3. The weeks are selected from the most senior person to the least senior person. The individual can select the number of weeks that s/he accrues during the year. (I earn 5 weeks, so I can pick up to 5 weeks) I do not have to choose all 5 weeks.

4. When the process is completed, the building clerk will utilize that information to create the weekly roll calls.

5. This information will also change during the year because a staff member could either relinquish certain weeks or change shifts or buildings. The clerk will then post a bid for the available weeks for anyone interested.

6. Staff also have the ability to request single vacation days during the course of the year and they will be approved if there is a slot on the day requested.
7. Individual vacancies will occur because of a staff members days off. (I bid for the week of July 4th and I have Wed / Thur off. Therefore on Wed / Thursday there will be an individual slot on that particular shift.
8. Staff currently have the ability to call the operations desk prior to their shift and ask if a slot is available. If there is something available it is usually granted.